



**TOGETHER
FOR LIVERPOOL
FOR GOOD**

TRAINING AND EVENTS

JANUARY - DECEMBER 2017





LCVS works to improve the wellbeing of individuals and communities in Liverpool. We do this through supporting, encouraging and developing voluntary action and charitable giving, and bringing people, organisations and resources **Together for Liverpool for Good.**

We run a range of events and training opportunities to help people involved in voluntary and community groups in Liverpool to network, share, gain new ideas and learn new skills.

Our 2017 programme features a number of new training courses on key topics such as volunteer recruitment, safeguarding and stakeholder consultation. We hope that there is a course or an event that interests you and helps you in your work – whether that is as a paid member of staff or volunteer.

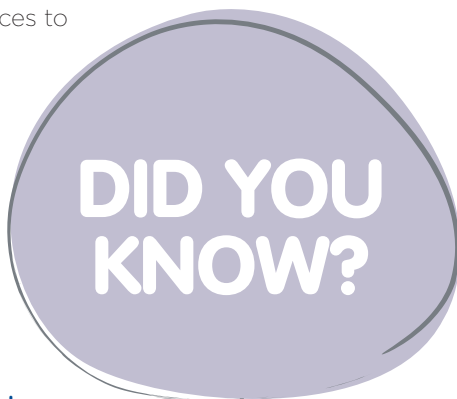
If there is something you would like to see that is not available, do let us know. We will do our best to include it in future programmes.



LCVS Capacity Building Team

LCVS delivers practical and accessible services to voluntary sector organisations, covering:

- **Funding sources and applications, contracts and tendering**
- **Starting up, constitutional advice and managing governing documents**
- **Policies, procedures and support for recruiting and managing trustees and staff**
- **Finance, accounting and payroll administration services**
- **Business planning, project management**
- **Monitoring, evaluation, gathering evidence of need and measuring impact**
- **Collection accounts, Gift Aid recovery and advice on fundraising**



We also specialise in the administration of charitable giving, and distribute charitable funds in the UK and overseas on behalf of individuals, companies and workplaces.

We will be adding new ideas, events and training sessions to the programme throughout the year. Keep up to date through our weekly e-mail Broadcast.

Subscribe by emailing: info@lcv.org.uk
 twitter: @lcvsuw



LCVS
 151 Dale Street
 Liverpool L2 2AH
 t: 0151 227 5177
 e: info@lcv.org.uk
www.lcv.org.uk

Registered Charity Number: 223485
 Registered Company Number: 181759

LCVS Training and Events Programme 2017

Colour Key

- Funding and Income Generation
- Management, Governance and Planning
- Finance
- Volunteering

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TRAINING PROGRAMME

JANUARY

Introduction to Fundraising

Thursday 19 January 2017, 1 – 4pm

This is one of our most popular fundraising courses. Given the growing struggle to secure the resources your organisation needs to deliver its services, it has never been more vital for your staff, board members and volunteers to be aware of the income generation opportunities that are out there.

This workshop is for those people and groups that are either starting out on the path of fundraising and want to understand the options open to them, or those from more established organisations that wish to refresh their knowledge of income sources.

By the end of this workshop, you will:

- Have a good knowledge of the range of funding that can be accessed by the community and voluntary sector
- Be able to evaluate funding opportunities in relation to the needs and profile of your organisation
- Understand the steps that need to be taken to develop such funding opportunities
- Improve your organisation's chances of increasing and diversifying your income profile

The workshop will be delivered through a mixture of training, group work and practical exercises.

Cost: **£50** charity/voluntary sector;
£65 private/public sector.

EXCELLENT TRAINER,
EXCELLENT COURSE. CAME
AWAY WITH SO MUCH
INFORMATION TO USE AND
LEARN FROM.



Finance Skills

Wednesday 25 January 2017, 10am – 1pm

This session offers a practical introduction to record keeping, production of accounts for internal and external purposes and budgeting techniques required for an organisation's own use and in preparation for funding bids.

During this session you will learn about:

- What records need to be kept
- Maintaining simple books of accounts
- Producing accounts using figures and information from the books and records
- Complying with relevant legislation and different legal formats of accounts
- Independent examination or audit – reasons and processes
- 'Thorny' issues such as grants v. contracts, capital v. revenue, reserves and funds – getting it right!
- Practical tools and techniques in producing budgets and cash flow forecasts

This course is aimed at those responsible for the internal finance functions of an organisation.

Cost: **£50** charity/voluntary sector; **£65** private/public sector

FEBRUARY

Recruiting Volunteers

Thursday 9 February 2017, 10am – 4pm



The aim of this training is to assist you in identifying appropriate strategies to attract the right people to fill volunteering roles, and to explore different assessment and selection criteria and techniques. This course will look at a range of ways to recruit and select volunteers, from the more traditional through to use of new media and ICT.

At the end of the workshop, you will be able to:

- Identify ways of planning for recruitment, including creating the right information
- Explore how you can 'sell' your opportunities and what makes a good recruitment message
- Describe the sources, targets and options for recruiting volunteers
- Describe fair interview procedures, assessment and selection criteria
- Identify ways of dealing with difficult issues that can arise during interviews

Cost: **£85** charity/voluntary sector; **£110** private/public sector.

Start Up Workshop

Friday 10 February 2017, 10am – 1pm

Is there a need in your community that nobody is addressing?
Maybe it's time to do it yourself. Then again, maybe it isn't...

There are lots of questions to answer before deciding to set up a new organisation: "What's the best legal structure?" "Which structure can get what funding?" "Why do people keep talking about constitutions?"

This free workshop is for those interested in starting a community project/organisation but have yet to take that big leap. You will get valuable information on what you need to think about when starting, which will support both fundraising and successful service delivery.

The session will cover:

- Proving the need for your organisation – to you and to funders
- Drafting a project outline
- Choosing the right legal structure
- Some sources of start-up funding

Cost: **FREE** to Liverpool-based residents and organisations; **£25** for people from outside Liverpool. Priority will be given to those based in Liverpool.

Measuring Your Success: Monitoring and evaluation

Tuesday 14 February 2017, 10am – 4pm

With competition for funding on the increase, it is becoming more and more important that your organisation can measure and prove its impact. In particular, it is no longer enough to rely on good local reputation and links to make sure your group gets funded.

There are many ways to measure your impact and many tools on sale. Some are more relevant than others, some are expensive and others not actually necessary for measuring impact effectively.

This session will provide you with:

- The pros and cons of different impact measurement tools/techniques
- Practical guidance on developing your own impact measurement systems for short or multi-year projects
- Knowledge of how to cost/fund impact measurement activity
- Examples of real-life impact measurement systems that have worked to measure impact and lever in further funding
- Information about funders willing to support impact measurement activity

Cost: **£85** charity/voluntary sector; **£110** private/public sector.

Safeguarding Made Simple

Tuesday 21 February 2017, 10am – 1pm



Do you sometimes feel overwhelmed by your responsibilities or fears in relation to safeguarding? This workshop is designed to demystify safeguarding and introduce measures that anyone can apply to their day-to-day activities, including working with families and communities.

In this workshop, we link safeguarding to health and safety, online safety, behaviour management, dealing with complaints, customer service, teamwork and much more. Course content includes:

- Safeguarding essentials - abuse: recognise the signs, symptoms & behaviour changes
- Safeguarding is a team game - policies and procedures
- Safeguarding is a team game - dealing with disclosure
- Six things adults working with children and vulnerable adults should and shouldn't do

Participants are eligible for 30 days of email coaching. You will also receive a free downloadable safeguarding policy review checklist after the event.

Trainer Mark Bryce of Tyrer Sorrel has been delivering training for over 20 years, delivering 'Safeguarding is a Team Game' to voluntary groups since 2014.

Cost: £50 charity/voluntary sector; £65 private/public sector.

MARCH

Managing Your Volunteers

Thursday 9 March 2017, 10am – 4pm

It can sometimes be quite easy to get new volunteers, but keeping them is another matter! The aim of this training is to identify areas of good practice and apply a range of techniques to get the best from your volunteers. This workshop will give you the opportunity to explore good practice techniques when managing and supporting them.

At the end of the workshop you will be able to:

- Identify the difference between support and supervision
- Describe how volunteer motivations change and how this needs to be reflected in support and supervision
- Describe the techniques for providing good support and supervision
- Explore ways of developing volunteers
- Look at the different ways of providing recognition for volunteers

Cost: £85 charity/voluntary sector; £110 private/public sector.

How to Write Quality Funding Applications

Thursday 16 March 2017, 10am – 4pm

This course is for those who wish to improve or refresh their bid writing skills and produce more compelling and competitive funding proposals. It focuses on good practice in bid preparation and drafting, and will take you through the process of getting your project proposal to a stage where you are ready to make high quality applications – maximising your bidding successes.

The course will enable you to understand what funders are actually looking for in their application forms in relation to:

- Matching your charitable objectives with theirs – finding a good fit with potential funders
- Project descriptions and activities
- Project outcomes and outputs
- Budget preparation and scale
- Service user involvement
- Evidence of need – why is your project the one for them to back?
- Consultation with stakeholders of all types
- Your organisational capacity/track record
- Your governance

The course is delivered by one of our funding advisers who has experience of supporting many local organisations with bids to a wide range of charitable and Lottery funds

Cost: £85 charity/voluntary sector; £110 private/public sector.

How to Find Funding for Your Organisation

Wednesday 22 March 2017, 1 – 4pm

This workshop will equip you with new skills and knowledge needed to identify and open up new funding opportunities for your organisation. Whether you are a registered charity, a small community group or an asset-owning Community Interest Company, if you need funding to pay for your work then this workshop is a must for you.

At the end of the workshop you will be able to:

- Clearly identify the funding needs and priorities of your organisation
- Conduct research into the types of funding you might be able to access and identify specific funding opportunities to investigate further
- Finalise a list of target funding for your organisation to pursue as part of its fundraising strategy

Cost: £50 charity/voluntary sector; £65 private/public sector.

Charity Trading, Taxes and VAT

Wednesday 29 March 2017, 10am – 1pm

This course will help participants through the minefield of charitable trading. Many charities trade, sometimes unknowingly, either as part of their charitable activities or solely to raise funds.

This introductory session explores the main legal, taxation and other financial aspects, dispels some common myths and provides guidance to help you avoid some of the many pitfalls. In addition we look at the wider aspects of the impact of taxes on charities and include a brief look at VAT, primary purpose trading, trading subsidiaries and charity shops.

Whilst issues will be dealt with in non-technical language, the session aims to identify areas that you may need to address or consider more fully.



OPEN AND
PROFESSIONAL TRAINER.
VERY GOOD DELIVERY,
WORKED AT OUR PACE,
VERY FLEXIBLE.

Cost: **£50** charity/voluntary sector; **£65** private/public sector.

APRIL

Volunteers and the Law

Monday 10 April 2017, 10am – 1pm

We all work within legal frameworks when managing volunteers, but how do we make sure that we are meeting the formal legal requirements?

In this workshop we will look at how you work with your volunteers, including:

- Differences between employees and volunteers
- What safeguarding requirements need to be in place
- How equalities legislation impacts on volunteering
- How new legislation such as the new immigration bill could affect your existing and future volunteers
- The impact of welfare legislation and how to address the challenges

Cost: **£50** charity/voluntary sector; **£65** private/public sector.

Minute Taking

Tuesday 11 April 2017, 1 – 4pm

Whether you take minutes at board or management committee meetings, sub committees or team meetings, getting your minutes right is important to help the smooth running of any organisation.

This session will cover the why and how of taking minutes, including the following:

- Knowing what needs to be in minutes
- Ideas on how to take notes at meetings
- Knowing what needs to be done after the meeting
- Hints and tips to make your life as a minute taker easier

This session is ideal for those who are new to minute taking, or for those who have little experience of taking minutes.

Cost: **£50** charity/voluntary sector; **£65** private/public sector.

Exploring the Potential for Partnership Working

Thursday 13 April 2017, 1 – 4pm

Working together can strengthen the power of individuals, organisations and communities at a local level; however, it raises many concerns and challenges.

This workshop will explore the potential for partnership working, looking at:

- Introduction to partnership working, e.g. why do it, partnership models, key principles for successful partnership working
- The pros and cons of partnership working
- How to identify and overcome barriers to successful partnership working.

This workshop will be delivered through presentation, group work and practical exercises.

Cost: **£50** charity/voluntary sector; **£65** private/public sector.



WELL-PACED
AND VERY
INFORMATIVE.

Big Lottery Reaching Communities Masterclass

Friday 28 April 2017, 10am – 4pm

Competition for the Big Lottery's Reaching Communities funding has never been greater. To succeed, potential applicants need to use their development time wisely and tailor their submission to make their bid stand out from the crowd. This course will take you through the steps of planning and preparing a Stage 1 Reaching Communities revenue application.

In particular you will:

- Learn the language of the Lottery and how to package and present your project
- Be able to make the best use of the information you have collected to design and develop your project proposal
- Learn about evidence of need and how to define and develop your proposal outcomes
- Understand key considerations in the development of your budget
- Explore techniques for writing high quality funding applications

This masterclass is aimed at anyone who has already been involved in writing smaller/medium sized funding applications to charitable trusts (e.g. Awards for All, Children in Need, Comic Relief) but who is now looking to progress with larger scale project development bid writing to Big Lottery. For those new to project development and bid writing, we would recommend attending Introduction to Fundraising as a first step.

Cost: **£85** charity/voluntary sector; **£110** private/public sector.



MAY

Dealing with Volunteer Issues

Tuesday 9 May 2017, 10am – 4pm

Volunteers are essential in helping many charities provide a quality service, but inevitably there will be times when problems arise. This workshop will help you to identify and deal with such issues.

During the workshop, you will:

- Identify the range of difficult volunteer issues that you may have to deal with
- Look at the difference between good and bad practice when dealing with particular issues
- Explore a range of techniques you can use, including how to deal with dismissing volunteers
- Take a case study approach to explore techniques and come up with realistic solutions for you and the volunteer

This will be done in a supportive environment to address problems and come up with solutions enabling you to be more confident in dealing with them.

Cost: **£85** charity/voluntary sector; **£110** private/public sector.

How to Get Your Message Across: Basic marketing

Wednesday 10 May 2017, 10am – 1pm



Getting your message across is what gets you services users, volunteers, funding and influence. With competition for funding increasing and more demands being placed on community groups, it is more important than ever that your organisation can clearly get across what you do, how you do it and what impact it has. Organisations that fail to do this will find it more and more difficult to secure the support they need to continue their work.

This practically based course will help you address these important issues and help you get the right message across to the right people. In particular, the course will help you to:

- Know what funders, service users and partners want to know about you
- Choose who needs to know what message
- Report the impact of your work, with useful templates and examples
- Use practical tools to promote your work, such as newsletters, social media, events etc.

Cost: **£50** charity/voluntary sector; **£65** private/public sector.

Start Up Workshop

Thursday 11 May 2017, 1 – 4pm

See page 8 for details.

Practical Budgeting and Forecasting

Thursday 18 May 2017, 10am – 1pm

This is an introductory session which offers a general awareness of budgeting and forecasting. It looks at the use of budgets in appraising projects and monitoring results. It provides useful layouts for budgets, forecasts and suitable statements for cash flow management.

Cost: **£50** charity/voluntary sector; **£65** private/public sector.

JUNE

Crowdfunding

Monday 5 June 2017, 10am – 4pm

This workshop is for anyone interested in finding out about how crowdfunding works.

Crowdfunding is an innovative alternative funding tool for the third sector.

But it's much more than that - it enables you to reach out and engage a wide range of people - and if they back your project they become your evangelists, your ambassadors and your customers.

The workshop will cover:

- Three models of crowdfunding – but concentrate on the donations/rewards model
- USPs of the different platforms
- What inspires donors
- How to craft a pitch
- Marketing your campaign
- Finally – discuss whether it is right for you!

After this class you will:

- Understand how crowdfunding works
- Know what the different crowdfunding platforms can offer you
- Learn from tips and case studies

Trainer Anne Strachan is a social entrepreneur and innovator with 20 years project management and fundraising experience within the third sector.

Cost: **£85** charity/voluntary sector; **£110** private/public sector.

Managing the Paperwork: Keeping funders and regulators happy

Friday 9 June 2017, 10am – 1pm



Funders increasingly want to know how your organisation sets out its administrative functions for the year, so it is vital that you plan ahead. Regulators like the Charity Commission and Companies House also have strict rules on what paperwork you maintain, where you keep it and where you send it.

This half day course will help you to maintain the regular paperwork required by law, as well as help to provide a positive impression to funders.

After attending the course, you will be able to:

- Access ready-made templates to help you keep funders and regulators happy
- Understand what annual paperwork a charity and company should maintain
- Know how to get the evidence that funders usually want each year
- Fulfil your legal obligations in terms of meetings, reporting and accountability
- Carry out other annual tasks that keep you effective and keep funders happy

Cost: **£50** charity/voluntary sector; **£65** private/public sector.

JULY

Book Keeping

Thursday 20 July 2017, 10am – 1pm

This half-day workshop will help to demystify the art of good book-keeping and give you a good knowledge and understanding of the records your organisation needs to keep.

The training will provide an overview of different methods of keeping records including paper based/ manual records and using a spreadsheet/ computer based records. It will also explain some of the simple software packages available to help you keep your books effectively.

At the end of the session you will know:

- What your legal book-keeping obligations are
- How to handle financial transactions
- How to keep basic records
- What book-keeping challenges you may face and how to overcome them

Cost: **£50** charity/voluntary sector; **£65** private/public sector.

Introduction to Fundraising

Wednesday 26 July 2017, 10am – 4pm

See page 6 for details.

AUGUST

Get It Right, Get It Funded:
Involving service users in the design
and delivery of services

Tuesday 8 August 2017, 10am – 1pm

Involving service users in the design and delivery of services strengthens accountability to stakeholders, ensures services are responsive to the needs of service users and fosters a sense of ownership and trust.

This workshop will provide you with the practical tools and approaches for involving service users in a way that will:

- Lead to improved service delivery
- Maintain and improve user involvement
- Convince funders that your projects are worth supporting

Cost: **£50** charity/voluntary sector; **£65** private/public sector.



GREAT
WORKSHOP! I NOW
FEEL I UNDERSTAND
THE SECTOR MORE.

How to Write Quality Funding Applications

Thursday 10 August 2017, 10am – 4pm

See page 10 for details.

Start Up Workshop


Tuesday 15 August 2017,
10am – 1pm

See page 8 for details.

Recruiting Volunteers

Thursday 17 August 2017,
10am – 4pm

See page 7 for details.



FANTASTIC COURSE,
HAD DEFINITELY GIVEN ME
THE CORE COMPETENCIES
TO GO AWAY AND
START WRITING.

SEPTEMBER

Get Fit for Funders

Thursday 7 September 2017, 10am – 1pm

All too often, voluntary agencies fail to get grants or contracts, not because their project ideas are bad or their funding applications are poor, but because their organisation does not fit the profile of those the funders are looking to support.

Funders and contractors increasingly look into how you run your organisation before making decisions, so it is vital that you are aware of what you look like to the outside world.

This workshop will help you run an organisational health-check, so you can take steps to address any weaknesses you identify. It will:

- Show you what areas to look into and what questions to ask
- Explain what evidence you need to look for to know you are on the right track
- Introduce useful tools to help you run a health-check yourself

The workshop is aimed at anyone who has responsibility for how your organisation is run. This could include trustees, senior managers and administrators.

Cost: **£50** charity/voluntary sector; **£65** private/public sector.

Roles and Responsibilities of Board Members

Tuesday 12 September 2017, 10am – 4pm

Not-for-profit organisations come in all shapes and sizes, including companies, trusts and associations. One thing that unites them is that they are run by trustees, who are ultimately responsible for the organisation.

It is important for trustees to be aware of their roles and responsibilities, to ensure their organisation is effective and compliant, but also to reduce the risk of the organisation and themselves being held liable when things go wrong.

Following this course, you will be able to:

- Understand the role of a trustee and how it relates to other duties such as company directorships
- Fulfil the legal obligations of trusteeship more effectively or support trustees to do so
- Utilise techniques to effectively govern an organisation and support its staff and volunteers

This course is ideal for new or existing trustees of third sector organisations, as well as those looking to find out more about what the role entails.

Cost: **£85** charity/voluntary sector; **£110** private/public sector.

Finance Skills

Thursday 21 September 2017, 10am – 4pm

See page 7 for details.

OCTOBER

Big Lottery Reaching Communities Masterclass

Thursday 5 October 2017, 10am – 4pm

See page 13 for details.

Volunteers and the Law

Wednesday 11 October 2017, 1 – 4pm

See page 11 for details.

Consulting Your Community

Thursday 12 October 2017, 10am – 1pm



All projects begin with a need but not all organisations can identify the need they are seeking to address, or prove the need for their project.

Gathering evidence about needs, particularly from those you are seeking to help, is the first step in designing a project, and the lack of consultation is top of the list of reasons funders give for turning down applications requesting support.

However, consultation should not end at the project design stage. It should be a continuous cycle that feeds into every stage of delivery – planning, implementation and review. It enables organisations to continually understand, learn and adapt to meet the needs of their community.

A thorough community consultation process will:

- Ensure services meet local needs
- Ensure accountability to service users
- Help shape projects
- Encourage more participation/demand
- Reduce wasted time/resources

This session will provide you with the knowledge and tools to deliver a thorough community consultation process.

Cost: **£50** charity/voluntary sector; **£65** private/public sector.

Social Value Workshop

Tuesday 17 October 2017, 10am -4pm

Get better at securing funding and maximise the impact you make!

Securing funding is harder than ever but this course will give you a competitive advantage, and help to prove your work is value for money.

You will learn to ensure your organisation is collecting the right information you need to improve your services.

The workshop will be delivered by Social Value UK, which is the national membership organisation for those interested in measuring, managing and maximising social value. It brings people together and provides support, training and networking opportunities.

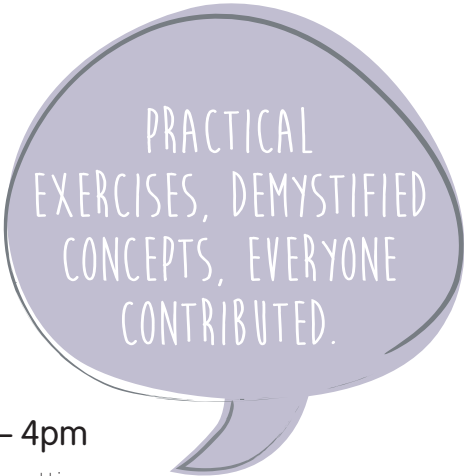
Cost: **£85** charity/voluntary sector; **£110** private/public sector.

NOVEMBER

Managing the Paperwork: Keeping funders and regulators happy

Tuesday 7 November 2017,
10am – 1pm

See page 16 for details.



PRACTICAL
EXERCISES, DEMYSTIFIED
CONCEPTS, EVERYONE
CONTRIBUTED.

Recruiting Trustees

Wednesday 8 November 2017, 1 – 4pm

Trustees are a vital part of any charity but getting enough people with the relevant skills to sit on your committee / board can be a difficult exercise.

In this workshop you will:

- Identify the roles essential to a board or committee
- Look at the diversity of your board and how it reflects the community
- Explore the range of skills your board needs
- Explore different ways of marketing to attract the right people
- Learn how to choose the right trustee for you
- Plan for induction

Cost: **£85** charity/voluntary sector; **£110** private/public sector.

Financial Training for Charity Trustees

Thursday 9 November 2017, 10am – 4pm

Depending on the size of your organisation, trustees are either involved in the day-to-day finances or responsible for governance of the finance function. Each has its own difficulties and skill requirements which this course is designed to address.

As well as deeper understanding of their financial responsibilities, participants will be introduced to the legal requirements to maintain financial records, produce accounts and undertake scrutiny thereof. In addition, the course will cover the latest developments in charity accounting, taxation legislation and best practice.

There will be an opportunity to examine accounts prepared by other charities and to address specific questions and issues. This course is ideal for new or existing trustees.



Cost: **£85** charity/voluntary sector; **£110** private/public sector.

Business Planning

Tuesday 14 November 2017, 10am – 4pm

If you don't know where you are going, how do you know when you get there?

Planning is an essential process that enables your organisation to use its resources effectively and target them to bring about the greatest change.

Having a robust business plan is not about producing a shiny document that sits on the shelf and never gets used, it is about creating a live document – a road map for charting your progress from where you are now to where you want to be.

Following this course, you will be able to:

- Understand the planning process and adopt a planning approach to meet your needs
- Generate and evaluate options to meet the challenges and opportunities that your own organisation faces
- Draft a clear plan that funders and stakeholders can understand

Cost: **£85** charity/voluntary sector; **£110** private/public sector.

DECEMBER

Measuring Your Success: Monitoring and evaluation

Tuesday 5 December 2017, 10am – 4pm

See page 8 for details.

Minute Taking

Monday 11 December 2017, 1 – 4pm

See page 12 for details.

Start Up Workshop

Monday 18 December 2017, 1 – 4pm

See page 8 for details.



EVENTS 2017

Capacity Building Advice Surgeries

- Monday 9 January 2017, 1 – 4pm
- Tuesday 7 February 2017, 10am – 1pm
- Wednesday 8 March 2017, 1 – 4pm
- Wednesday 5 April 2017, 10am – 1pm
- Monday 8 May 2017, 1 – 4pm
- Wednesday 7 June 2017, 10am – 1pm
- Monday 3 July 2017, 1 – 4pm
- Wednesday 9 August 2017, 10am – 1pm
- Monday 4 September 2017, 1 – 4pm
- Wednesday 4 October 2017, 10am – 1pm
- Monday 6 November 2017, 1 – 4pm
- Wednesday 6 December 2017, 10am – 1pm



At 151 Dale Street.

Our free monthly Capacity Building Advice Surgeries are for individuals, groups and organisations involved in the charity and voluntary sector. We will answer your questions on issues such as governance, consultation, evaluation and impact measurement, business planning, income generation including fundraising, marketing, policies, partnership development and much more.

By appointment only.

Email capacity.building@lcvs.org.uk

CLEAR AND
EASY-TO-USE
LANGUAGE,
EXPLAINED WHAT I
NEEDED TO KNOW.

Charity Networking

Wednesday 1 February 2017

Wednesday 5 April 2017

Wednesday 7 June 2017

Wednesday 2 August 2017

Wednesday 4 October 2017

Wednesday 6 December 2017

5.30 – 7.30pm, at venues across Liverpool.

Our networking events, organised in partnership with Liverpool Chamber of Commerce and the Institute of Fundraising, give an opportunity for charitable and voluntary organisations to network with each other and with businesses looking to work with their voluntary sector counterparts. The networking events are an absolute must for fundraisers and marketers in particular. These are free events and booking is essential. Book your place via e-mail at capacity.building@lcvs.org.uk or call 0151 227 1234.



Proposal Bid and Application Reviews

Monday 16 January 2017, 1 – 4pm

Tuesday 21 February 2017, 10am – 1pm

Thursday 23 March 2017, 1 – 4pm

Tuesday 18 April 2017, 10am – 1pm

Thursday 25 May 2017, 1 – 4pm

Thursday 22 June 2017, 10am – 1pm

Tuesday 18 July 2017, 1 – 4pm

Friday 18 August 2017, 10am – 1pm

Tuesday 19 September 2017, 1 – 4pm

Friday 20 October 2017, 10am – 1pm

Tuesday 21 November 2017, 1 – 4pm

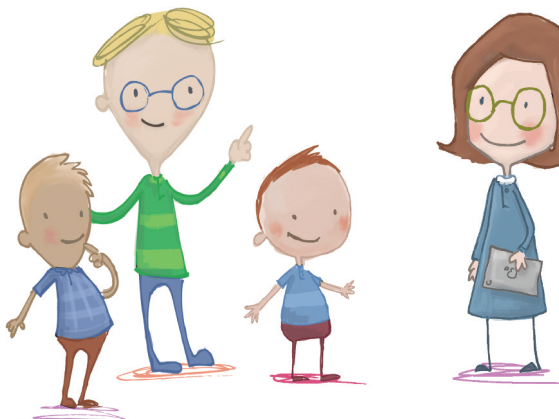
Wednesday 20 December 2017, 1 – 4pm



At 151 Dale Street.

Liverpool based not-for-profit organisations now have the chance to have their funding proposal reviewed for free and to receive face-to-face feedback on their application. You must have a fully drafted proposal (and budget, if applicable) that you send to us at least one week before the session and two weeks ahead of the deadline for submission to the funder.

Places are limited. To register your interest, e-mail info@lcvs.org.uk with 'LCVS Proposal Review Surgery' on the subject line. Be sure to include the name of your organisation.



Volunteer Co-ordinator Forums

Thursday 23 February 2017

Friday 16 June 2017

Thursday 14 September 2017

Friday 3 November 2017

10am – 12.30pm, at 151 Dale Street.

The Volunteer Co-ordinators Forums are for people with responsibility for recruiting and managing volunteers. These forums enable participants to:

- Meet others to share experiences and ideas
- Address issues that affect your volunteer management and volunteers
- Gain new insights into how best to support volunteers and get the most out of them
- Update yourself on news that affects volunteers and volunteering
- Promote and support diversity within volunteering
- Tell others about what's happening in your organisation with your volunteers

The forums use a variety of platforms, including external speakers, group discussions, open spaces, and guided learning. To book, contact Eluned Hughes at training@volunteercentreliverpool.org.uk

Welfare and Wellbeing Organisations Network

Tuesday 21 February 2017

Thursday 13 April 2017

Tuesday 11 July 2017

Thursday 12 October 2017

Tuesday 12 December 2017

10am – 12pm, at 151 Dale Street.

WWON provides an opportunity for voluntary, community, faith and social enterprise sector organisations working to improve the health and wellbeing of people living and working in Liverpool, to come together to share information and develop collaborative solutions to enhance local services and support.

The network also provides a forum to active discussion and acts as a conduit for communication and representation with statutory sector partners, facilitating a coherent voice to influence local strategic and policy developments.

Membership of the network is free and open to voluntary sector organisations delivering health and wellbeing services in Liverpool.

If you are interested in joining, contact Paula Atherton at paula.atherton@lcvs.org.uk or call 0151 227 5177.

TRAINING: HOW TO BOOK

Training Cost

Half day	Voluntary sector	£50
	Public / private sector	£65
Full day	Voluntary sector	£85
	Public / private sector	£110

Fees include course materials (when applicable) and refreshments. Lunch will be provided at full-day sessions (10am – 4pm). Please give dietary requirements when booking.

Course Venue

All training sessions will be held at 151 Dale Street, Liverpool, L2 2AH.

How to Book

To book your place, go to our website or contact LCVS Capacity Building team on 0151 227 5177 or e-mail capacity.building@lcv.org.uk.

Cancellations

If you have booked onto a training session and wish to cancel your place, in order to get a full refund, we require notice of a minimum of 5 working days before the course date. If you cancel with less than 5 working days' notice or do not attend, we will invoice your organisation the full fee for the course.

If you cannot attend, another person may attend in your place with no extra charge. Please let us know the details of the person attending.

LCVS reserves the right to reschedule or cancel a course. In such cases course fees received will be reimbursed.





**TOGETHER
FOR LIVERPOOL
FOR GOOD**

HOLD MEETINGS AT **151 DALE STREET**



**Whether your event is for
2 or 100 people, we have the
space for you at 151 Dale Street.**

Our beautiful 1930s building is fully accessible with modern meeting rooms suitable for a variety of uses, from a simple room hire for business meetings to a full conference centre.

Your room will be tailored to your requirements, including refreshments and lunch.

We are based in central Liverpool, close to train and bus stations and parking facilities.

Contact our friendly reception team for more information on our competitive prices and availability.



CALL
0151 227 5177
OR EMAIL
reception@lcv.org.uk

We look forward to hearing from you!